

Human Resources Program Coordinator



Job Code: 1451
Grade: 131
Reports to: Director of Human Resources
Salary Range: \$56,645 - \$88,130
FLSA Status: Exempt

GENERAL STATEMENT OF DUTIES

Performs complex, technical, and responsible work coordinating a variety of assignments in the Human Resources Department. Employee plans Human Resources programs including but not limited to, benefits administration, employee services and relations, policy and procedure development and implementation, classification and compensation, recruitment, risk management, workers' compensation, personnel records management, and payroll processing; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this classification coordinates and performs a variety of technical and professional level duties involving researching, investigation, analyzing, writing and managing a wide variety of complex assignments. Work involves extensive employee and public contact explaining a wide variety of human resources related policies and procedures. Work is performed under general direction with considerable latitude for independent judgment, discretion, and initiative in carrying out daily operations, and is reviewed based on observation, conferences, reports, and evaluation of results achieved.

ESSENTIAL FUNCTIONS

Provides guidance, support, maintenance, and consultation in a variety of human resources program areas in accordance with professional personnel principals and practices, all applicable laws and regulations, and established City policies and procedures, e.g., conducting classification and compensation and related studies, maintaining records and files, preparing reports.

EXAMPLES OF WORK

- Administers, coordinates, and maintains complete employee benefit program including leave, insurance, retirement, deferred compensation, flexible spending, tuition reimbursement, and dependent care coverage; manages and maintains personnel database and official personnel files; processes payroll.
- Serves as group administrator/liaison between benefit providers and employees/retirees, providing general benefit information and coordinating resolution of outstanding claims/issues; coordinates annual open enrollment period.
- Interprets policies and provides information and assistance relative to all personnel program areas and related issues; counsels and provides recommendations to administrators and employees on human resource policies and procedures.
- Researches personnel policies and procedures, employee services and benefits; amends and prepares new policies and procedures.
- Administers risk management programs; documents and processes claims; collaborates on and oversees general liability, property and vehicle accident insurance claims; compiles statistical data; prepares a variety of reports; collects and maintains certificates of insurance.
- Administers worker's compensation; documents and processes claims; serves as liaison between injured employees, management and third party claims administrator; processes payroll; submits recommendations on injury mitigation and safety.
- Designs queries and databases and creates regular and special comprehensive and detailed records and reports relative to all personnel program areas; analyzes and prepares statistical reports, narratives and publications to assist in developing goals and objectives.
- Completes salary and benefit surveys and provides classification and compensation information as requested to employees, supervisors, other jurisdictions, and the general public.

- Coordinates or assists with coordinating training programs and other personal/professional enrichment activities; secures outside speakers or vendors; prepares training materials.
- Trains staff in policies and procedures, and database and software applications; assumes lead responsibility over entry and journey level staff in the absence of the Human Resources Director.
- Conducts orientation sessions for new employees and exit interviews for terminating employees.
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of the principles and practices of human resources administration, including benefits administration, classification, and compensation, recruitment, risk management, and records management and maintenance; thorough knowledge of the City's Personnel Ordinance and principles of governmental organization and administration; ability to conduct effective personnel interviews; ability to establish and maintain effective working relationships with departmental supervisors, employees, benefit providers/administrators and the general public; ability to present ideas and recommendations clearly and concisely both orally or in written form; ability to arrive at sound decisions through detailed analysis and evaluation of information received from a variety of sources; ability to prepare comprehensive records and reports using available automation and statistical report tools; ability to plan, set priorities, and organize numerous work assignments; ability to handle confidential information with discretion.

MINIMUM EDUCATION AND EXPERIENCE

Bachelor's Degree in Public Administration, Human Resources Management, or related field. Five (5) to seven (7) years of professional experience in human resources administration; additional years of practical experience in municipal human resources administration may substitute for a portion of the educational requirement; or any equivalent combination of education, training, and experience.

WORK CONDITIONS

- Sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.
- Work requires reaching, fingering, grasping, and repetitive motions.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is not subject to adverse environmental conditions.

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification. The list of essential functions/examples of work, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

The City of Gaithersburg is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Gaithersburg provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.